

CIVIL SERVICE

The Civil Service Department treats all customers with integrity, courtesy and respect, and provides quality candidates that reflect our diverse community through a fair and timely employment process.

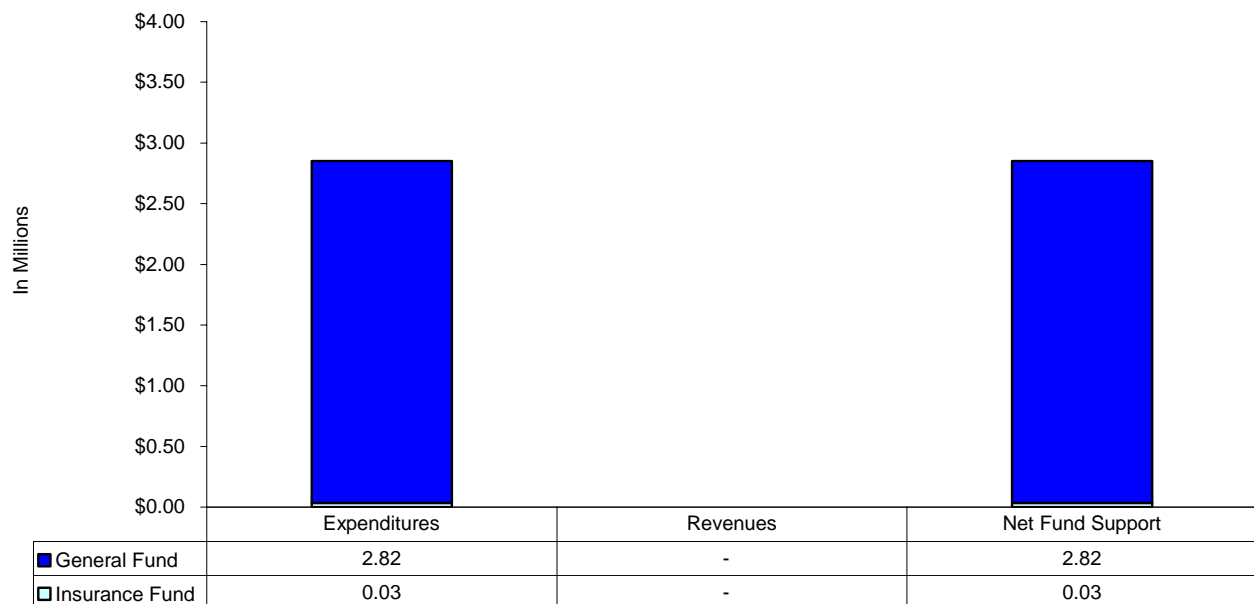
Fiscal Year 2006 Accomplishments

The Civil Service Commission is mandated by Article XI Section 1100 of the Charter of the City of Long Beach. The five members of the Commission are appointed by the Mayor and are approved by the City Council. The Civil Service Commission appoints the Executive Director-Civil Service. Civil Service Department staff members are appointed by the Executive Director.

- Successfully hosted the first Civil Service Department Open House, which provided City employees and the general public with information about the Department's services, training workshops, an information fair, practice testing and career counseling.
- Developed and conducted new "Performance Standards" and "Civil Service 101" training classes.
- Completed 25 managerial/supervisory training classes, including 12 classes for the City of Long Beach Leadership Academy and Supervisors Leadership Institute.
- Conducted two successful recruitment drives for Police Recruit, in the fall and spring, utilizing new marketing tools, such as advertising on Long Beach Transit buses, billboards on major freeways in Los Angeles/Orange/Riverside counties and on various radio stations.
- Conducted six community recruitment workshops and the second annual Police Expo at Long Beach City College to promote Police Recruit and other career opportunities in law enforcement.
- Conducted two major examinations for Police Recruit, utilizing a video scenario test. The two examination administrations included 3,158 applicants and resulted in a total of 943 who passed and were certified to the Police Department for consideration for hire.
- Revised job opportunity bulletin for Police Officer – Lateral Entry to allow out-of-state applicants to apply, therefore providing new opportunities for hiring of Police Officers.
- Conducted promotional examinations for Battalion Chief, Fire Engineer, Fireboat Operator and Police Lieutenant.
- Administered the Battalion Chief examination as a two-day assessment center, replacing a process that formerly took approximately four weeks to administer.
- Created the classification and developed and administered examination for Fire Department's Ambulance Operator pilot program.
- Increased career counseling sessions conducted by staff from 110 to over 850; a 670 percent increase.
- Developed new Job Interest Form and electronic database, which allows prospective applicants to fill-out a single form to show interest in any City jobs and for staff to easily organize and send out information to interested candidates when applications are available.
- Adopted a more customer-friendly format for job opportunity bulletins.
- Developed a computer-based examination for the entry level Technical Assistant classification used by Technology Services.
- Increased the number of eligible lists created from 152 to 238; a 57 percent increase.
- Maintained on-line applications received to approximately 70 percent of total applications.
- Continued participation with City Manager and Executive Management Team on two working committees aimed at enhancing the diversity of the City's workforce and expediting the hiring process.
- Continued collaborative efforts with Long Beach Unified School District, such as sharing recruitment materials, reciprocal training sessions and studying common testing opportunities.
- Participated in outreach efforts for Franklin Middle School and Poly PAAL High School.
- Completed 22 employee disciplinary hearings over 38 days, reflecting a 100 percent increase in the number of hearings completed, and a 72 percent increase in the number of hearing days.

Summary by Character of Expense

Adopted* FY 07 Budget by Fund



	Actual FY 05	Adopted* FY 06	Adjusted FY 06	Year End** FY 06	Adopted* FY 07
Expenditures:					
Salaries, Wages and Benefits	1,941,059	2,136,165	2,261,165	2,148,348	2,247,466
Materials, Supplies and Services	311,043	273,970	405,040	443,715	375,920
Internal Support	211,892	200,387	212,727	214,377	223,866
Capital Purchases	3,657	-	1,706	1,706	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,467,652	2,610,522	2,880,638	2,808,146	2,847,252
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	22.00	22.00	22.00	22.00	23.00

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Administration and Support Services Division Summary

Services Provided:

Enforce City Charter-mandated Civil Service Rules and Regulations; adjudicate appeals; maintain eligible and priority lists; certify candidates for selection; monitor non-career appointments; process personnel transactions; monitor performance appraisal system; maintain employee records.

Service Improvement Objectives:

To conduct six managerial/supervisory training classes on Civil Service Rules and Regulations.
To certify 75 percent of personnel requisitions within 24 hours of receipt.

	Actual FY 05	Adopted* FY 06	Adjusted FY 06	Year End** FY 06	Adopted* FY 07
Quantitative Measures of Service:					
# of managerial/supervisory training classes conducted	4	5	5	5	6
% of personnel requisitions certified within 24 hours of receipt	63%	75%	75%	62%	75%
Expenditures:					
Salaries, Wages and Benefits	649,317	746,840	746,840	683,484	737,606
Materials, Supplies and Services	102,779	74,250	80,573	134,642	74,250
Internal Support	145,691	144,496	144,496	149,920	152,814
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	897,787	965,586	971,910	968,045	964,670
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	6.00	6.00	6.00	6.00	6.00

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Employment Services Division Summary

Services Provided:

Develop and administer streamlined, job-related employment examinations in accordance with modern psychometric standards to ensure City departments are equipped with highly qualified pools of candidates for selection. Provide timely staff reports to the Civil Service Commission to meet the exceptional personnel needs of the user departments. Perform bilingual assessments and coordinate the bilingual certification program.

Service Improvement Objectives:

To establish 170 eligible lists.
 To complete examinations within an average of 65 days.
 To complete 98 percent of departmental requests for staff reports within established deadlines.
 To conduct ten training classes on employee selection and general understanding of Civil Service testing and procedures.

	Actual FY 05	Adopted* FY 06	Adjusted FY 06	Year End** FY 06	Adopted* FY 07
Quantitative Measures of Service:					
# of eligible lists established	152	160	160	238	170
Average exam turnaround days	65	65	65	65	65
% of staff reports completed within established deadlines	98%	98%	98%	99%	98%
# of managerial/supervisory training classes conducted	6	7	7	12	10
Expenditures:					
Salaries, Wages and Benefits	1,000,294	1,037,333	1,087,333	1,063,392	1,117,267
Materials, Supplies and Services	87,868	89,400	121,835	140,317	150,850
Internal Support	24,490	22,718	32,058	23,987	27,611
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,112,652	1,149,451	1,241,226	1,227,696	1,295,728
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	12.00	12.00	12.00	12.00	12.45

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Recruitment Division Summary

Services Provided:

Implement recruitment strategies that identify and attract qualified, diverse, service-oriented applicants for City jobs. Provide City departments with Equal Employment Opportunity (EEO) hiring opportunities. Provide individuals with career counseling opportunities. Coordinate outreach program with Long Beach Unified School District.

Service Improvement Objectives:

To recruit through community outreach a pool of diverse applicants for City employment equivalent to the labor market.
 To increase career counseling sessions by 10 percent.
 To conduct a total of eight managerial/supervisory training classes on Employee Performance Appraisals.
 To track resumes received and evaluated.

	Actual FY 05	Adopted* FY 06	Adjusted FY 06	Year End** FY 06	Adopted* FY 07
Quantitative Measures of Service:					
# of community outreach visits	113	175	175	100	100
# of career counseling sessions conducted	110	220	220	850	900
# of managerial/supervisory training classes conducted	6	8	8	8	8
# of resumes evaluated for individuals seeking City employment	375	500	500	412	500
Expenditures:					
Salaries, Wages and Benefits	291,448	351,992	426,992	357,332	392,593
Materials, Supplies and Services	120,396	110,320	202,632	206,707	150,820
Internal Support	41,712	33,173	36,173	48,808	43,441
Capital Purchases	3,657	-	1,706	1,706	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	457,213	495,485	667,503	614,552	586,854
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	4.00	4.00	4.00	4.00	4.55

* Amounts exclude all-years carover. See budget ordinance in the front section of this document.

** Unaudited

Personal Services

Classification	FY 05 Adopt FTE	FY 06 Adopt FTE	FY 07 Adopt FTE	FY 06 Adopted Budget	FY 07 Adopted Budget
Executive Director-Civil Service	1.00	1.00	1.00	133,308	133,308
Administrative Aide I	-	-	1.00	-	38,626
Administrative Aide II	1.00	1.00	1.00	45,342	48,261
Clerk Typist II	1.00	-	-	-	-
Clerk Typist III	1.00	2.00	2.00	69,317	73,811
Clerk Typist IV	2.00	2.00	2.00	71,910	74,478
Deputy Director-Civil Service	1.00	1.00	1.00	110,668	110,668
Employment Services Officer	1.00	1.00	1.00	84,449	84,449
Executive Secretary	1.00	1.00	1.00	54,392	54,392
Members-Boards/Commissions	-	-	-	30,000	30,000
Personnel Analyst I-Confidential	4.00	4.00	3.00	152,449	158,775
Personnel Analyst II-Confidential	4.00	4.00	3.00	321,627	205,900
Personnel Analyst III-Confidential	2.00	2.00	4.00	140,748	296,499
Personnel Assistant I-Confidential	1.00	1.00	1.00	43,950	46,215
Personnel Assistant II-Confidential	1.00	1.00	1.00	45,819	48,261
Recruitment Officer-Civil Service	1.00	1.00	1.00	80,887	80,887
Subtotal Salaries	22.00	22.00	23.00	1,384,867	1,484,531
Overtime	---	---	---	-	-
Fringe Benefits	---	---	---	701,171	716,616
Administrative Overhead	---	---	---	50,127	46,319
Salary Savings	---	---	---	-	-
Total	22.00	22.00	23.00	2,136,165	2,247,466

Key Contacts

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